

MODULE SEVENTEEN

Wrap Up, Evaluation,
and Next Steps



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A Women's Guide to Security Sector Reform Training Curriculum



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Over the last decade, Inclusive Security and DCAF have conducted dozens of training workshops with women and men in countries undergoing security sector reform processes. We wish to thank all those who have participated in these trainings, sharing their stories, their wisdom and their experience, and helped us in turn to develop the training approaches reflected in this curriculum.

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DCAF

The Geneva Centre for the Democratic Control of Armed Forces (DCAF) is an international foundation whose mission is to assist the international community in pursuing good governance and reform of the security sector. DCAF develops and promotes norms and standards, conducts tailored policy research, identifies good practices and recommendations to promote democratic security sector governance, and provides in-country advisory support and practical assistance programmes.

DCAF's Gender and Security Division works through research, technical advice and regional projects to support the development of security sectors that meet the needs of men, women, boys and girls; and promote the full participation of men and women in security sector institutions and security sector reform processes.

Visit us at: www.dcaf.ch. Contact us at: gender@dcaf.ch.

Inclusive Security

Inclusive Security is transforming decision making about war and peace. We're convinced that a more secure world is possible if policymakers and conflict-affected populations work together. Women's meaningful participation, in particular, can make the difference between failure and success. Since 1999, Inclusive Security has equipped decision makers with knowledge, tools, and connections that strengthen their ability to develop inclusive policies and approaches. We have also bolstered the skills and influence of women leaders around the world. Together with these allies, we're making inclusion the rule, not the exception.

Visit us at: inclusivesecurity.org. Contact us at: info@inclusivesecurity.org.

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MODULE OVERVIEW:

Wrap Up, Evaluation, and Next Steps

Learning Objectives

- Participants are able to identify whether the training objectives and expectations have been met.
- Participants are able to debrief the training experience and reflect on what was learned, why it is useful, what can be done with the knowledge, information, and skills they have acquired, and the connections they have made during the training.

Time	Description
5 minutes	17.1 Introduction to the Module 17.1.1 Facilitator Talking Points
25 minutes	17.2 Training Expectations 17.2.1 Discussion: Training Expectations
90 minutes	17.3 Debrief 17.3.1 Activity: Debrief
15 minutes	17.4 Wrap Up 17.4.1 Facilitator Talking Points: Follow Up and Evaluation of the Training
Total Time: 2 hours 15 minutes	

17.1 Introduction to the Module



17.1.1 Facilitator Talking Points

Background for Facilitator

This session is intended to be a final wrap up and provide you with the ability to address any remaining loose ends, and collect participants' written evaluations. This session is also intended to give participants a final opportunity to raise questions, request clarifications, or seek support and guidance. The session can go longer than the time estimated if necessary, but avoid raising or addressing new topics. Instead focus on the training expectations identified at the beginning of the program.

Materials Needed

None

Learning Objectives

Participants are able to identify the purpose of this module.

Time 5 minutes

Facilitator Talking Points

- We've now reached the final session of this training program. This gives us an opportunity to:
 - Identify whether our training objectives and expectations have been met.
 - Debrief the training experience and reflect on what we learned, why it is useful, and what we can do with this new knowledge, information, and skillset, as well as the connections you have made with each other.

17.2 Training Expectations



17.2.1 Discussion: Training Expectations

Background for Facilitator

This session addresses whether participants' expectations were met in the training.

It is ideal if you have been keeping track of participants' satisfaction throughout the program. At the very least, you should reflect on participants' expectations in advance of this module and prepare any additional resources or referral information that may be useful to participants.

Facilitator Talking Points

- Let's return to the **training expectations** we developed/reviewed on the first day. *Display the flipcharts and/or presentation slides used in Module 1 to present the training objectives and synthesis of participants' expectations.*
- Have these expectations and objectives been met?
- What further information, resources, support, or training can we identify to help fill any remaining gaps in skills or knowledge?

Materials Needed

Flipcharts and/or presentation slides from Module 1 (1.3 Training Objectives, Agenda, and Expectations)

Learning Objectives

Participants reflect on whether the training expectations were met.

Time 25 minutes

17.3 Debrief

17.3.1 Activity: Debrief

Background for Facilitator

This activity creates space for debrief and closure of the training workshop. There are many ways to approach closing a workshop, so feel free to adjust.

Materials Needed

Blank notecards

Learning Objectives

Participants are able to reflect on what they've learned throughout the workshop.

Time 90 minutes

Facilitator Talking Points

- Debriefing is an opportunity to reflect on a learning experience and make it meaningful by identifying what was learned, how it is relevant, and what you can do with this new knowledge or skill. Debriefing is a component of learning that enables individuals to reflect on their experience and connect it to their world (profession), which contributes to comprehension and retention. With that in mind, let's debrief this whole training and reflect on the experience with each other.

Instructions

Have participants get into pairs and discuss the first two questions below, writing down their answers. (20 minutes)

- **What** – What was learned, what was covered, what was done, what was accomplished?
- **So what** – How is this relevant, why is this relevant, why should I care, why should others care?
- **Now what** – What will I do, what can I do, what can we do, and who else can help?

Bring the group back together and ask for 4-6 volunteers to share “What” and 4-6 volunteers to share “So what” with the group. (20 minutes)

Give each participant two notecards and ask them to quietly reflect on the last question—“Now what”—and write down what they will do with the **knowledge, information, skills, AND networks** they now have. They should write the same information on both notecards and include their name and email. Let them know that they will have 1-2 minutes to present this to the group. (5 minutes)

Have participants stand in a circle (to create a feeling of support and community) and ask each person to read or state in their “Now what.” Participants should keep one notecard for themselves and be prepared to hand the second notecard (with their name and email) to either a fellow participant or the facilitator. (20-30 minutes)

Following this sharing out of “Now what,” ask participants if or how they would like follow up with each other and with the facilitator. For example, do they want a follow-up email or survey with the facilitator to see whether they have initiated their “Now what,” or do they want to use a community-based check in where they work in pairs or teams to follow up with each other? Discuss options and agree on a strategy. (15 minutes)

17.4 Wrap Up



17.4.1 Facilitator Talking Points: Follow Up and Evaluation of the Training

Background for Facilitator

This last session in the training will ensure participants complete written evaluations, tie up any loose ends, and give participants all the information they need to depart.

Instructions

Ask all participants to take ten minutes to complete the training evaluation form and return it to a confidential envelope or box. Try to ensure that everyone stays in their seats and completes the evaluation.

Emphasize that these written evaluations are very important to you as trainers and will help you improve the training program. Let participants know that you welcome further feedback by email, phone, or informally as people depart.

When all of the evaluation forms have been collected, share any final information and materials regarding training logistics, contact details, or ongoing work or communication. Conclude the workshop by thanking participants for their contributions and for working together in a constructive and respectful manner.

Initiate a round of applause, singing, or dancing to celebrate all that the participants achieved together.

Materials Needed

Training Evaluation Forms

Learning Objectives

Participants understand the training has ended and give their evaluations.

Time 25 minutes

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